



APPLICATION FOR APPOINTMENT
CATHLAMET LIBRARY BOARD OF TRUSTEES'

Library Board of Trustees'
Pos. No. 4 Vacancy (2021)
RCW 27.12

Town of Cathlamet, Washington – 375 2nd Street, Cathlamet, WA 98612

APPLICANT INFORMATION:

Date: _____

Full Name: _____
Last First M.I.

Physical Address: _____
Street Address Apartment/Unit # City, State, Zip

Mailing Address: _____
Street Address Apartment/Unit # City, State, Zip

Phone No.: _____ Email: _____

[] In-Town-Limits Resident [] Out-of-Town-Limits Resident How long have you lived here? _____

List any experience that you believe would be relevant or beneficial to service on the board:

Tell us briefly why you seek appointment, what skills and interests would you bring to office:

Library Board Duties:

- Know community needs, keep abreast of library trends, and actively participate in state and national library associations.
• Set up an organizational structure for the library board and adopt bylaws that meet Open Public Meetings laws.
• Assure that board minutes, library policies, plans, and other information or reports are available to the public as required by law.
• Once the board adopts a policy or plan all members support the decision and support staff who implement decisions.
• In coordination with the director, develop and adopt the library's mission statement, long-range, strategic and annual plans.
• Know local, state, and federal laws related to libraries.
• Employ a competent and qualified director, maintain a current job description, and evaluate the director annually on previously agreed upon criteria.
• Clearly delegate operations to library director avoiding procedural micromanaging.
• Discuss, adopt, and periodically review policies.

As an applicant for appointment to public office, the information on this application may be available to the public as allowed pursuant to the Public Records Act (RCW 42.56) I hereby certify that any information provided on this application and any attachments furnished in connection are true and correct to the best of my knowledge. By signing below, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. (RCW 9A.72.085)

Applicants Signature: _____ Date: _____

The Cathlamet Public Library Board of Trustees meets on the first Thursday of each month at 12:45 pm in the Community Center located at 115 Columbia St.